



memorandum

Science and Technology Base Programs

To/MS: Master Management
Thru/MS: J. Porter, STB-UC, M701
From/MS: Mary Anne With, STB-UC, M701
Phone/Fax: 5-5306/5-3199
Symbol: STB-UC:03-Call 8/03
Date: July 2, 2003

Call for Postdoctoral Candidate Packages

The Postdoctoral Program provides an opportunity for appointees to enhance the scientific and technical vitality of the Laboratory by sharing new ideas and approaches and by challenging colleagues to work at the cutting edge of science and technology. The Postdoctoral Program is also an excellent avenue for attracting highly qualified minority and female applicants. Laboratory staff/management are encouraged to actively recruit these diversity candidates.

You are invited to sponsor a candidate for a Postdoctoral appointment. Please submit the required documentation outlined in Attachment A for review by your assigned Postdoctoral committee representative by **July 23, 2003**. Sponsors/PIs will find the Postdoctoral Program Rules and Guidelines located at <http://stb.lanl.gov/uc/postdoc.shtml>. Packages will not be accepted without the assigned or an alternate committee member's signature and the required Division Director's signature. Complete packages are due to the **Postdoctoral Program Office, located at Canyon School, by 5 p.m., July 28, 2003**.

The Postdoctoral committee will review all sponsored Postdoctoral candidates being considered for a Director's Postdoctoral Fellow, Postdoctoral Research Associate appointment, as well as a limited number of National Security Postdoctoral Fellow appointments. The Postdoctoral Committee meeting schedule can be accessed at http://stb.lanl.gov/uc/postdoc_meeting_schedule.shtml. Candidates approved for a Director's or National Security Postdoctoral Fellow appointment must accept or decline their formal offers by October 14, 2003. All Postdoctoral candidates approved in the August meeting must report to work by no later than May 2004.

It is the sponsor's/PI's responsibility to ensure that each package contains the appropriate information in the correct order and is submitted by the deadline. Late or incomplete packages will not be considered for a Postdoctoral Fellow appointment during this quarterly selection process, but the sponsor/PI has the option to submit the package by the deadlines for the next quarterly meeting in December 2003. Postdoctoral packages for programmatically funded Postdoctoral Research Associate positions may be submitted for review throughout the year, as well as at the quarterly meetings. **The package requirements are the same for all sponsored postdoctoral candidates except for the National Security Postdoctoral Fellow appointment where an additional justification memo is required (Attachment B).**

For inquiries regarding the Postdoctoral Program, please contact Mary Anne With at 5-5306. For specific questions regarding the on-line system, call Lennett Rendon at 7-1235. Questions regarding qualifications of candidates or exceptions should be addressed to the Postdoctoral Committee member representing your division, listed in Attachment C.

Attachments:

- A. Postdoctoral Package Requirements
- B. Sample Justification Memo for National Security Postdoctoral Fellow candidates
- C. Postdoctoral Committee Members

Postdoctoral Package Requirements

The information contained in the postdoctoral package is personal information and must be treated in accordance with University of California legal requirements and applicable state and federal privacy laws.

The items below reference documents that are required for a complete Postdoctoral Package, and must be in the order listed. A number of the documents must be prepared and submitted on-line at <http://montecarlo.lanl.gov>. The items referenced with an * need to be completed on-line but not submitted as part of the hard copy Postdoctoral Package. Hard copies for most of the electronic documents must be downloaded, printed and compiled with the non-electronic documents (transcript, resume, etc) in the order indicated below, and then submitted to the Postdoctoral Program office for the application to be considered. Guidance for preparing an effective package and detailed instructions are available at the web site referenced above. **Specific questions regarding the on-line submission system can be answered by calling Lennett Rendon at 7-1235.**

Getting Started: To begin, log in at <http://montecarlo.lanl.gov> using your token card. Under “New Projects” on your left, click **Post Doc**. Enter your project title. **IMPORTANT**—the title should be about the project’s science, **NOT** the post doc’s name. Select your categories and hit **Save**. Proceed to fill out the following:

1. Postdoctoral Candidate Summary Form (all applicants) - *completed on-line—hard copy needed*
The Postdoctoral Candidate Summary Form highlights data on the candidate such as Laboratory sponsor/PI and sponsoring organization(s), schools attended and GPAs, proposed research subject, anticipated start date, etc. **This can only be downloaded after completing all steps for the whole package and submitting.**
 2. Postdoctoral Candidate Nomination Memo (all applicants) - *uploaded on-line—hard copy needed--1 page only*
In memo form and uploaded as MS Word or Adobe PDF, this document provides an overview of the candidate, highlighting important aspects of their qualifications, both academic and scientific.
 3. Justification Memo (only required for candidates being considered for a National Security Postdoctoral Fellow appointment) – *hard copy needed – 1 page only*
In memo form, this document provides information supporting the candidate’s qualifications for being considered for a National Security Postdoctoral appointment.
 4. Candidate Research Proposal (all candidates) - *uploaded on line—hard copy needed--1 page only*
Written by the Postdoctoral candidate and uploaded (by the sponsor/PI) in MS Word or Adobe PDF.
 5. Personal Demographic Data Form (recommended but not required) - *download and have candidate complete – hard copy needed*
Even though this is a voluntary form, we strongly encourage the sponsor/PI to have their candidates complete it. It provides the opportunity to gather demographic data on the candidate.
- Safety & Security Questions Form (all applicants) - *on-line only - NO hard copy*
Completed by the sponsor/PI as part of the description of the project/work that the postdoc will do. This form will remain on the database.
- Postdoctoral Fellowship Appointment Application (only required to be completed for candidates being considered for a Director’s Postdoctoral Fellow appointment)— *on-line only - NO hard copy*.
The LDRD program office funds all Director’s Postdoctoral Fellow projects (known as the PRD component) and are subject to the same laws and DOE requirements as regular LDRD projects. This on line form is the same as the datasheet submission for an LDRD project and must be completed by the sponsor/PI. The information should describe the project, **not** the candidate. The questions in this section are a Congressional requirement.

**Do not include a copy hard copy in the application package.*

Postdoctoral Package Requirements

6. **Three external letters of recommendation** (all applicants) - *hard copy only*
For those candidates who have completed a significant amount of their doctoral research at the Laboratory, one additional letter from an internal staff member may be included.
7. **Official undergraduate and graduate transcripts** (all applicants) - *hard copies only*
Copies or faxed copies of the transcripts are acceptable. If degree has been completed, transcripts must reflect degree date.
8. **Resume, including publications listing** (all applicants) - *hard copies only*

Prior to making copies, remove the completed Personal Demographic Data Form from the original package

Copies must be double-sided -Verify that all copies are complete and in proper order

After copying, return the completed personal demographic data form to the original package

Submit original plus 7 double-sided copies of the Postdoctoral Package to:

**Postdoctoral Program Office
Canyon School – Room 142**

*Drop off box located inside the main doors on the south side of the building
or*

bring directly to the Postdoctoral Program Office.

By 5:00 p.m., July 28, 2003



memorandum

To/MS: The Postdoctoral Committee
Thru/MS: Division Leader
From/MS: Sponsor
Phone/Fax:
Date:

Sample Justification Memo to be prepared by Postdoc Candidate's Sponsor

Nomination of (candidate's name) for a National Security Postdoctoral Fellow appointment

It is an honor to present **(candidate's name)** candidacy for a LANL National Security Postdoctoral Fellow. **(Candidate's name)** is a promising new talent in the field of _____, as demonstrated by his/her academic record, **his/her** research accomplishments, and the praise of **his/her** mentors and co-workers. **(Candidate's name)** is a U.S. citizen and will be able to obtain a DOE "Q" clearance.

(Candidate's name)'s proposed research is relevant to programs funded by _____ directorates. He/She has written a very exciting research proposal focused on _____. **(Provide a summary of the research they will be working on).**

With this memorandum, we authorize **(candidate's name)** to be considered for a National Security Postdoctoral Fellow appointment. **(Candidate's name)** will work in **(sponsoring organization)** with **(postdoc sponsor's name)**. **(Candidate's name)** will provide critical expertise in **(identify research fields)**; his/her talents and demonstrated ability to work on collaborative projects will be key in establishing this highly interdisciplinary effort. **(Lab organization)** houses equipment necessary for **(candidate's name)** to perform **his/her** research. **(Candidate's name)** will have opportunities to interface with both **(sponsoring org)** and **(TR/WP/WEM)** staff. Importantly, **(candidate's name)** proposed work will forge ties between multiple programmatic efforts at LANL and will enable **(candidate's name)** to gain exposure to several organizations outside of **(sponsoring organization)** division such as **(list other organizations, if applicable)**.

Laboratory Postdoctoral Committee

Committee Member	Organization	Representing Organizations	Phone	Email
Francis J. Alexander	CCS-3	CCS, CCN	5-4518	fja@lanl.gov
Dana Berkeland	P-21	P-21, 23, 25	5-9148	djb@lanl.gov
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* Committee Chair

** Committee Vice Chair